



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS  
COMMUNITY TRUST HELD AT WHITEBRIDGE HOTEL AT 7.00pm ON  
WEDNESDAY, 1 FEBRUARY 2017**

**Present** Peter Faye, Sharon Ferguson, Ken Sinclair, Julie Murphy, Hugh Nicol, Gordon McAndie, Sharon Ferguson, Frank Ellam  
**Chair** Zoe Iliffe  
**In Attendance** Laura Walker-Knowles (Administrator)  
**Apologies** Garry Page, Stewart MacPherson

**Declarations of interest**

None

**COLIN ARMSTRONG ASSOCIATES PRESENTATION**

The Chair introduced Mike Lawson from Colin Armstrong Associates (Architects) who made a presentation to the Board on how Colin Armstrong Associates, in conjunction with the Trust and interested groups, could work up proposals for the Riverside field. Directors then took the opportunity of asking questions of Mike.

**1. INTRODUCTION**

The Chair thanked Mike Lawson for attending the meeting and giving his presentation.

*Mike Lawson left the meeting.*

The Chair then formally opened the Board meeting.

**2. MINUTES - 11 JANUARY 2017**

Peter Faye **proposed** and Ken Sinclair **seconded**.

The Minutes of the Board meeting held on 11 January 2017 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Vice Chair.

**MATTERS ARISING**

Gordon McAndie continues to have trouble with emails not being sent. The Chair suggested he bring laptop to next meeting.

***ACTION REQUIRED:***

*(1) LWK to circulate Minutes to Members.*

**Action by**

*LWK*

*(2) GMC to bring laptop to March meeting.*

*GMC*

### 3. GRANT APPLICATIONS

#### Energy Saving Grants

(a) **Philip Crowe**

The grant was **APPROVED** by the BOARD in the sum of £500 subject to the condition that proof of purchase of materials be provided and the applicant confirms that the funds are utilised solely for improvements to private accommodation only.

(b) **Tim Lucas**

The grant was **APPROVED** by the BOARD in the sum of £500.

***ACTION REQUIRED:***

*LWK to write to successful grant applicants.*

*LWK*

### 4. FINANCE/INVOICES/EXPENSES

(a) Finance Report

The Board noted the Finance Report. Frank Ellam then updated the position. Easter Aberchalder funds received in January of £2,500. Frank suggested that the Trust pay the two grants approved this evening out of this fund. The **BOARD** approved use of the Easter Aberchalder funds to pay the two energy savings grants approved this evening.

Frank updated that month-end bank interest will be around £200 in addition to figures contained in Finance Report.

(b) **Project Co-ordinator Salary**

The Chair advised that she had met with Steven Watson, who, as Directors were aware, is currently still on sick leave. The Chair advised that Steven has a sick note to 1 March 2017 but is hopeful, depending on discussions with his Consultant and/or GP, of returning to work on a phased return on 1 March 2017. The Board discussed the situation and **AGREED** that Steven should continue to be paid from his first day of sick leave (ie. 17 November 2016) for a period of six months, whether or not he returns on a phased basis. A generic change will be made to the sick leave policy and employment contracts going forward – six months full pay with review.

(c) The Administrator's expenses for January in the sum of £91.66 were noted.

- (d) The Administrator's Timesheet for January with no overtime hours was noted.
- (e) The Book-keeper's Timesheet and Invoice for January in the sum of £189 (12 hours) was noted.
- (f) An Invoice from Calico for £23 in respect of upgrading the Trust's website was noted. Frank advised that this had previously been undertaken by Andy Holt but that Andy had informed the Trust of his retirement.

The Board **APPROVED** the above items (c) – (f) inclusive for payment.

***ACTION REQUIRED:***

*(1) FE to arrange payments*

*FE*

*(2) ZI to contact Steven Watson regarding salary and return to work options.*

*ZI*

**5. ACTION LIST/TIMELINE**

The Chair enquired how useful Directors found the Action List/Timeline and it was noted that, other than officers and employees, Directors did not find this that useful. Following discussion it was **AGREED** that the actions arising from meetings will now be documented in the minutes themselves rather than the Action List/Timeline. The Timeline will continue to be updated and circulated and Directors are expected to check it but it will not be updated each month. The Timeline will continue to include deadlines for quarterly reports etc. but it will be removed from the monthly agenda and instead reviewed every six months.

The Chair also asked the Board if they wanted to continue with written reports for the quarterly updates or revert to verbal reports bearing in mind that verbal discussions would need accurate minutes and could ultimately involve longer meetings. The Board discussed and **AGREED** that, if a decision is required during a quarterly update, a written report must be provided. If it is a short update not requiring a decision a report can be either verbal or written. The Finance Report will remain a written document, as will the Project Co-ordinator's Update. The Board **AGREED** that quarterly reporting would remain.

***ACTION REQUIRED:***

*(1) ZI to update Timeline and circulate to Directors, LWK and SW*

*ZI*

*(2) LWK to ensure actions documented in future minutes.*

*LWK*

**6. ENERGY TEAM QUARTERLY UPDATE**

No update.

## 7. FOYERS BAY TEAM QUARTERLY UPDATE

Peter Faye advised that the Bay Team are awaiting confirmation from SSE that the fishermen using the land have been informed that there will be a new occupier of the land. This confirmation is required before the Heads of Terms can be agreed. Peter will contact SSE for an update.

### ***ACTION REQUIRED:***

*PJF to contact SSE Estates to progress Heads of Terms and Bay Team to progress project.*

*PJF/  
Bay Tm*

## 8. LIAISON DIRECTOR'S UPDATE

Gordon McAndie advised on the recent activities of the Community Council. In October 2016 two councillors were removed for lack of attendance; these positions were subsequently advertised and filled. Philip Crowe and Liam Longbottom were appointed councillors. Liam Longbottom has also now taken on the Community Council's office of Treasurer in place of Martin Donnolly. There is therefore now a full council.

There was a well-attended visit from Colin Howell from the Highland Council in relation to the Bailey Bridge in Foyers. The bridge remains tenth on the priority list for fixing/updating.

The road is being fixed between Foyers and Dores with some patching work on the top road.

The BT Box at Gorthleck is now live.

Stronelairg started up again with around 100 personnel on site. A camera is going to be installed at the bottom of Glendoe Road to ensure the construction vehicles are travelling to Inverness via Fort Augustus.

## 9. AOCB

### (a) Defibrillators

Peter Faye updated that the defibrillators will be installed within the next fourteen days, if not a different contractor will be employed by the Community Council.

### (b) Friends of Inverness of Royal Academy

Sharon Ferguson advised that the Friends of Inverness Royal Academy are hoping to set up tutoring for those sitting exams in May. In relation to the grant awarded to FIRA in December for student trips, two pupils who were party to that have now

withdrawn from the trips. This leaves £995 of the grant that would be unspent. At the moment if a pupil requires extra tutoring they need to travel to Inverness. FIRA are therefore requesting a change of use of the funds, as soon as possible. It would be a six week trial costing in total £1,800. Parents would pay £15.00 per week per child and this would cover two subjects. This would total £720 from parent contributions, leaving around £1,080, slightly over the grant not required for the trip. A discussion followed on whether the proposed tutoring (as it would be to assist students undertaking highers and national exams) would actually be a statutory use and therefore outwith the Trust's ability to fund bearing in mind the Trust's Memorandum of Agreement with SSE.

The Chair advised that she and Peter Faye (as Community Benefits Negotiator) would be meeting with SSE the following week. FIRA will therefore provide detailed information on what they are requesting and pass to the Chair so it can be discussed with SSE.

***ACTION REQUIRED:***

*(1) SF to provide ZI with details of FIRA's tutoring proposals.*

*SF*

*(2) ZI and PJF to discuss with SSE.*

*ZI/PJF*

**(c) Request for possible funding assistance**

Peter Faye advised that he had been asked by a young local resident whether the Trust could assist with funds for a trip to do charitable work in Madagascar. The Board felt that they would need more information to consider this further.

***ACTION REQUIRED:***

*PJF to obtain further information and report to future Board meeting.*

*PJF*

**(d) Retention / Destruction of Documents**

Frank Ellam enquired about destruction of documents. He advised that he held quite a lot of documents such as invoices and financial documents. He advised that financial documents had to be kept for seven years; therefore anything up to June 2009 is no longer required. Frank asked the Board if these older documents could be shredded There was a strong consensus that all documents should be retained, financial or otherwise. Laura confirmed she had some older documents also and it was likely that Steven would also be holding older documents. LWK will obtain quotes for potential storage.

***ACTION REQUIRED:***

*LWK to obtain quotations for storage.*

*LWK*

(e) **Broadband Team - Cromarty Firth Wireless**

Sharon Ferguson and Ken Sinclair advised that they have met with Cromarty Firth Wireless again and they will be returning to the Board shortly with a proposal for a pilot scheme which the Board will review.

***ACTION REQUIRED:***

*Broadband Team to continue working with Cromarty Firth Wireless Network regarding pilot scheme and ongoing broadband project and to submit written report when Board decision required.* SF/KS

**10. DATE OF NEXT MEETING**

Wednesday, 1 March 2017, venue to be confirmed.

*The Meeting closed at 09.50 p.m.*

Signed by Chair

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Date

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